User Manual

ITEMWRITER™

PROMETRIC

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Introduction

My Item Writer (MIW) allows users to create, edit and upload items. There are no prerequisites required in order to start writing items. Users can write items using MIW then subsequently upload them to MyItemReviewer, a web based application which enables the items to be reviewed collectively.

Using the Application

The following sections of this manual will provide the user with all the information needed to proceed in using the application.

Login

An email address and pin are required in order to log into MIW. A user can log into MIW by either creating a new account or logging in with an existing account, as shown in Figure 1: Login Screen.

Figure 1: Login Screen

Creating New Account

To create a new account, the user must click the "*Create an Account*" button, as shown in Figure 1: Login Screen. The user is prompted to enter a unique email address and pin. The user must also choose two security questions from the list presented and provide an answer for each of them, as shown in Figure 2: Create Account. These security questions will provide a method of retrieving the users pin securely if forgotten. Once these requirements have been met, the account will be created and the user will automatically be logged into

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the application. On future logins, all credentials are authenticated against the account details stored in the database.

Figure 2: Create Account

Log into Account

To login, the user must click the "*Log into Account*" button, as shown in Figure 1: Login Screen. They will then be asked to enter their email address and pin, as shown in Figure 3: Login.

Figure 3: Login

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Forgot Pin

In the event that the user forgets their pin, they can retrieve the pin by clicking the "*Forgot Pin?*" link, as shown in Figure 1: Login Screen. They will then be asked to submit their email address. Once they have entered a correct email address, they will be presented with the security questions that they answered when creating their account. Once the security questions have been answered and submitted, their pin will be displayed in a popup box, as shown in Figure 4: Forgot Pin.

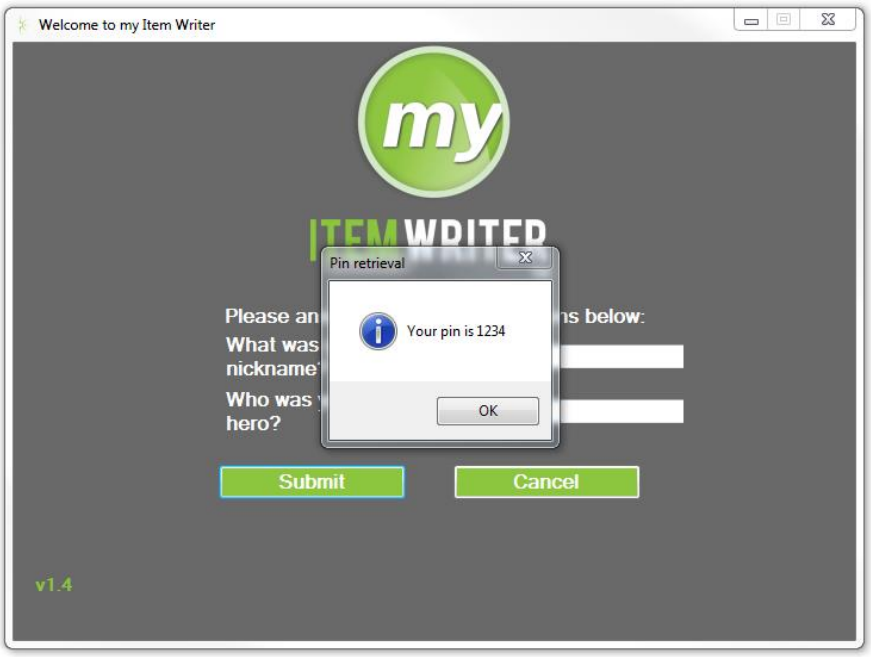

Figure 4: Forgot Pin

Create an Item

On successful login to MIW, the user is presented with the item writing screen, as shown in Figure 5: Create an Item. Users can write and update items from this screen.

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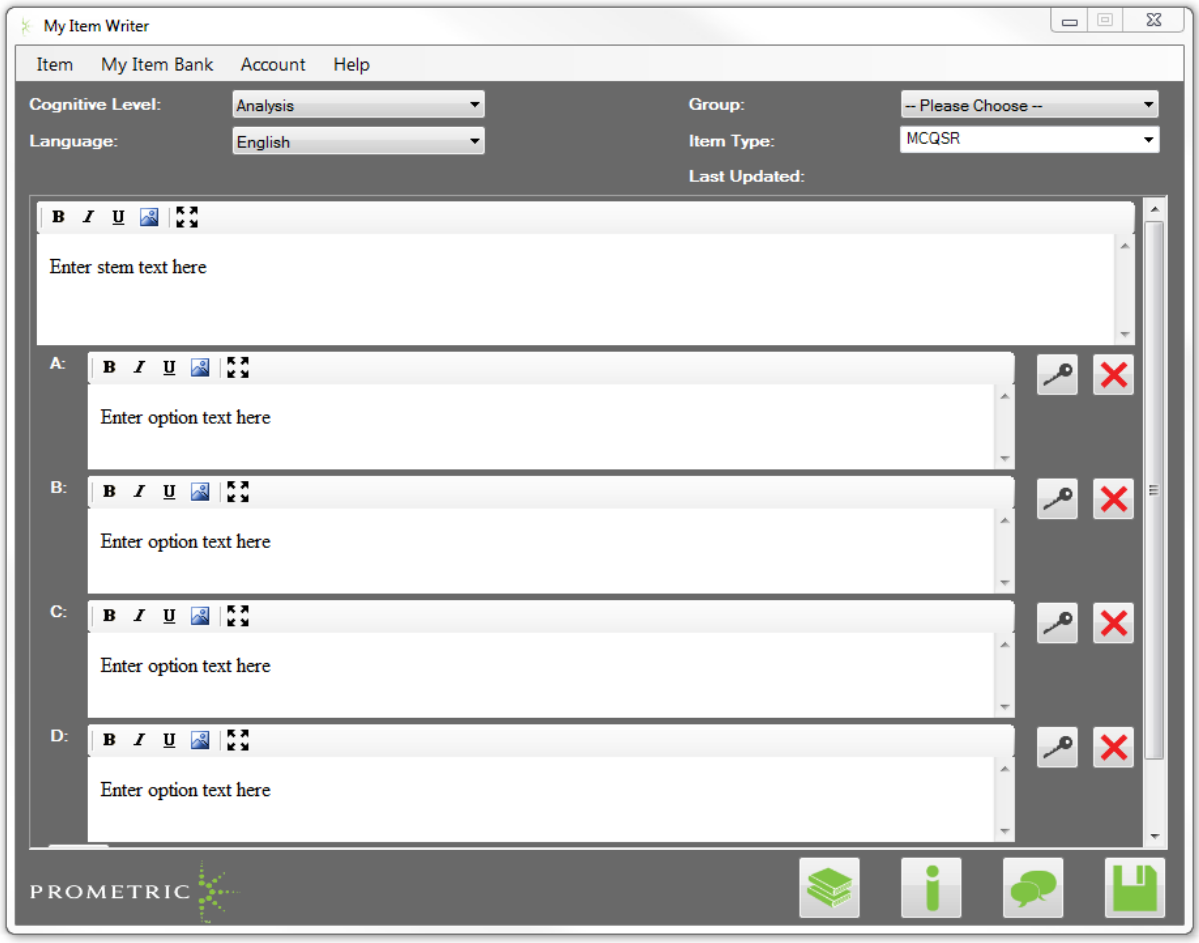

Figure 5: Create an Item

Cognitive Level

To associate a cognitive level with an item, the user can select from a list of cognitive levels as shown in Figure 6: Cognitive Level.

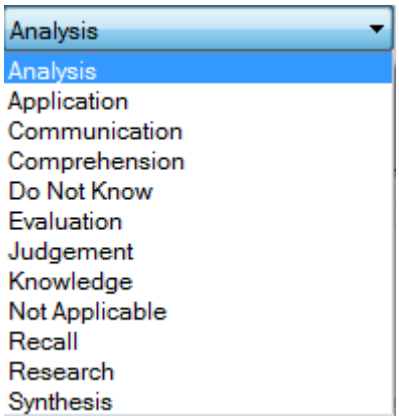

Figure 6: Cognitive Level Selection

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Language

To associate a language with an item, the user can select from a list of languages as shown in Figure 7: Language.

Figure 7: Language Selection

Group

Users have the ability to "*Group*" their items using the group functionality within MIW. The user can create a group by navigating to "*Account > Settings > Group*" on the menu options, as shown in Figure 8: Add Group Menu.

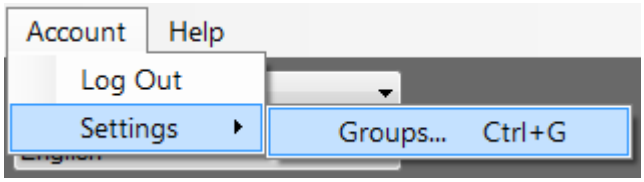

Figure 8: Add Group Menu

Once the menu option has been selected, the user can then create groups, as shown in Figure 9: Add/Delete Group.

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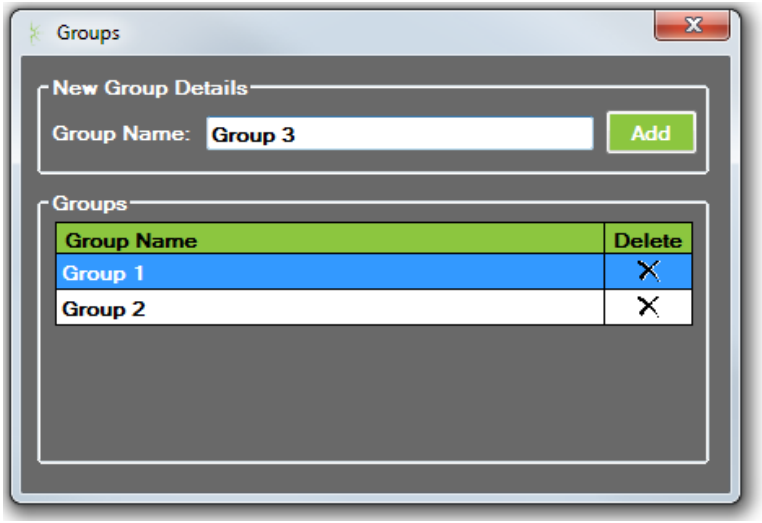

Figure 9: Add/Delete Groups

In order to create a group, the user mush type the name of the group and then click the "*Add*" button. To delete a group, simply click the '✕' icon related to that group. A group may only be deleted if it has no items associated. To associate an item with a group, the user can select from a list of their created groups, as shown in Figure 10: Group Selection.

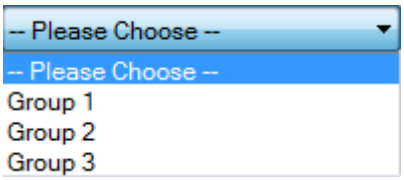

Figure 10: Group Selection

Item Type

To associate a type with the item, the user can select from a list of item types, as shown in Figure 11: Item Type Selection. This version supports MCQSR (Multiple Choice Single Response), MCQMR (Multiple Choice Multiple Response) and MCQMR Dichotomous (Multiple Choice Multiple Response Dichotomous) item types. The full name of each of these item types is displayed in a tooltip to the right once the mouse is hovered over the item type in the list.

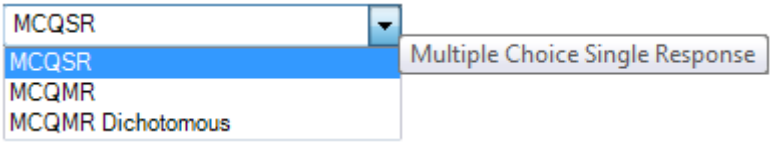

Figure 11: Item Type Selection

MCQSR

Multiple Choice Single Response items are items where there is only one response required (i.e. the user must only select one key). If the user selects more than one key and tries to save the item, they

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will be presented with a message stating that they have selected an incorrect number of keys, as shown in Figure 12: MCQSR Key Selection.

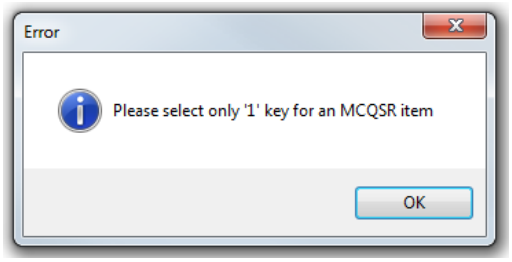

Figure 12: MCQSR Key Selection

MCQMR

Multiple Choice Multiple Response items are items where there is more than one response required (i.e. the user must select at least two keys). If the user does not select at least two keys and tries to save the item, they will be presented with a message stating that they have selected an incorrect number of keys, as shown in Figure 13: MCQMR Key Selection.

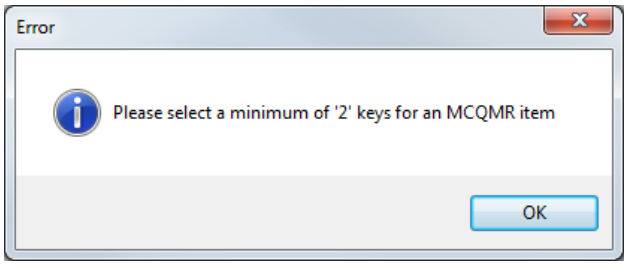

Figure 13: MCQMR Key Selection

In addition to the key selection, MCQMR items require the user to select a weighting for each of the selected item options. Once this item option has been selected, a weighting option will be displayed alongside each of the item options, as shown in Figure 14: MCQMR Weighting Option.

Figure 14: MCQMR Weighting Option

When attempting to save the item, if the user has not selected an item for their chosen key, they will be presented with a message stating they must specify a weighting, as shown in Figure 15: MCQMR Weighting Message.

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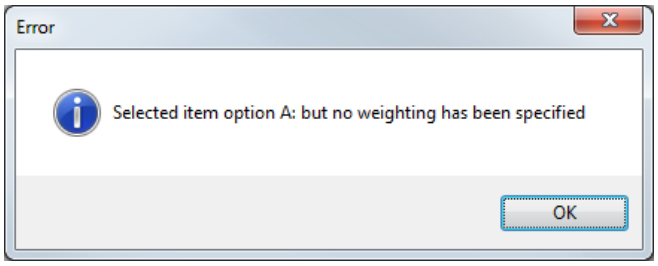

Figure 15: MCQMR Weighting Message

MCQMR Dichotomous

Multiple Choice Multiple Response DIchotomous items are items where there is more than one response required (i.e. the user must select at least two keys). If the user does not select at least two keys and tries to save the item, they will be presented with a message stating that they have selected an incorrect number of keys, as shown in Figure 13: MCQMR Key Selection.

Last Updated

When creating a new item, the "*Last Updated*" field will be empty. When editing an item, the time at which the item was last updated will be displayed, as shown in Figure 16: Last Updated Information.

Figure 16: Last Updated Information

Text Editor

Text editors are used in order to fill in the information related to the item. These text editors support text formatting for each of the item options.

Bold, Italic and Underline

The editor enables the user to select between bold, italic and underline text by using the text editor options '**B** *I* U'.

Full Screen Editing

The editor enables the user to expand the editor to full screen mode by using the text editor option ⛶. The editor will be expanded as shown in Figure 17: Full Screen Editing.

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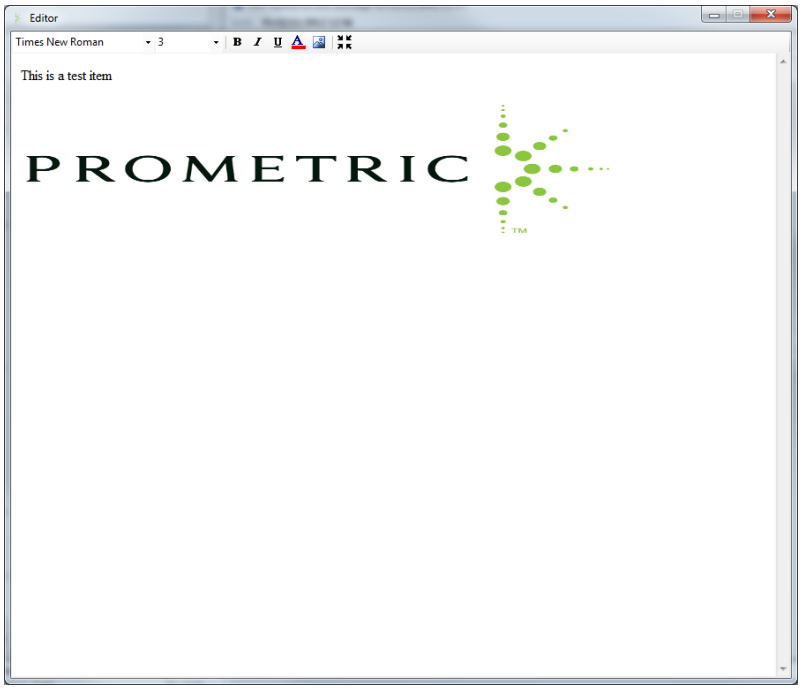

Figure 17: Full Screen Editing

Once in full screen editing mode, the user can make the appropriate changes and then minimise the editor by using the text editor option .

Assets

Currently images are the only supported asset type in MIW. To associate an asset with the item, the user can click the text editor option ‘’. The user will be presented with the asset import window, as shown in Figure 18: Import Assets Window.

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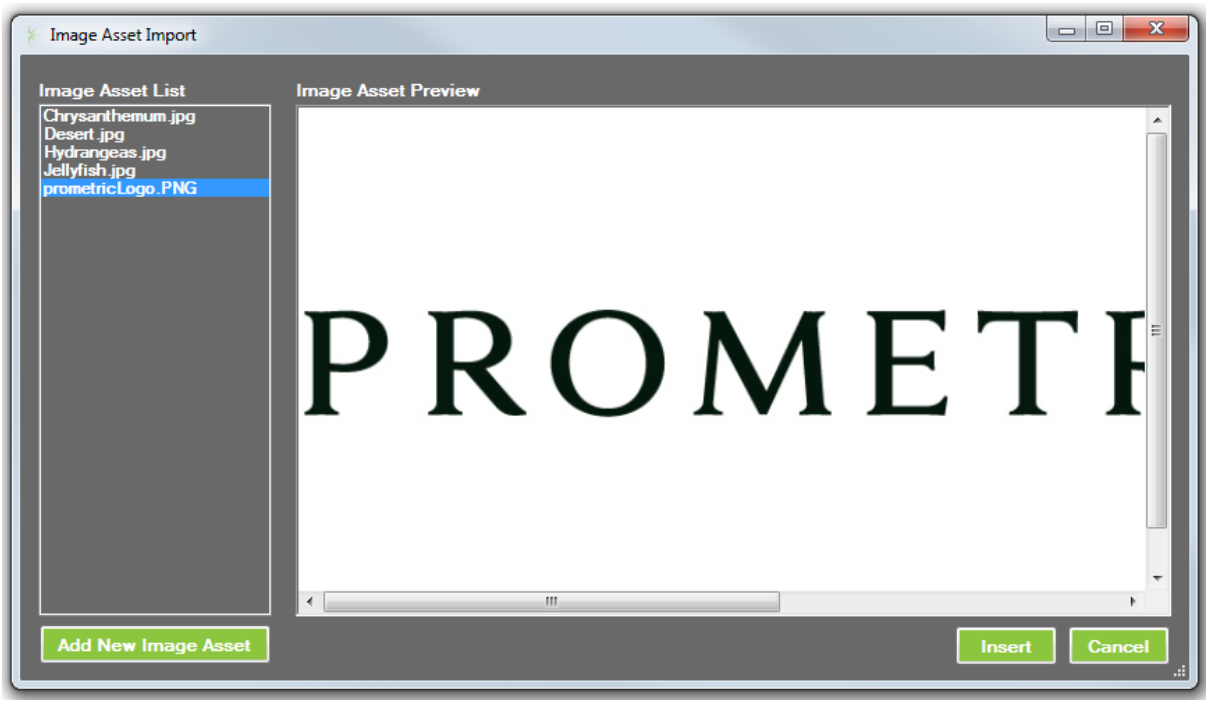

Figure 18: Import Assets Window

Within this window, the user can add assets to their library by clicking the "*Add New Image Asset*" button. This will bring the user to an upload window where they can select a file on their hard drive, as shown in Figure 19: Adding New Asset.

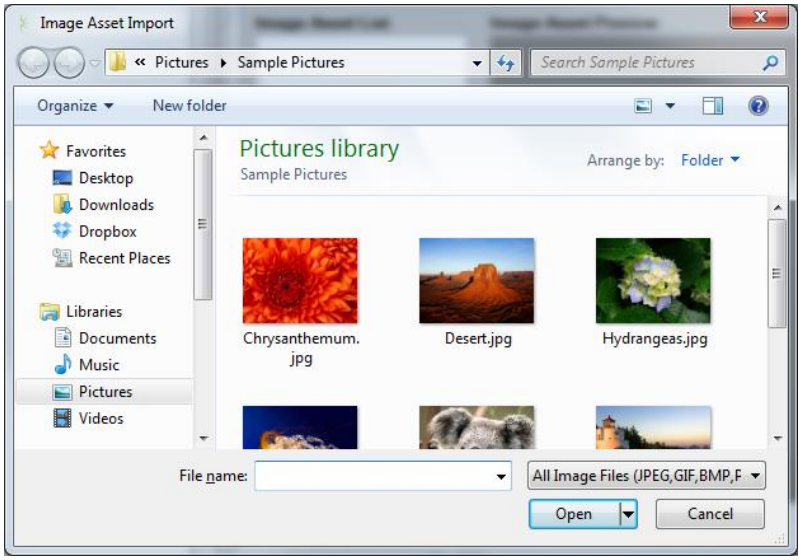

Figure 19: Adding New Asset

Once the desired image has been selected, this image will now be available in their library. This library will be available for all items related to the user. To insert the asset into the item, click the required asset in the library and click the "*Insert*" button.

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Item Options

All item options must be filled out before saving an item.

Key Selection

Before saving an item, the user must select an item option as the key. A key can be selected by using the key button '🔑'. Once you have selected that item option as the key, the icon will turn green '🔑'.

Deleting

Item options can be deleted by using the delete button '✕'. Each item must have a minimum of two item options associated with the item.

Adding

Item options can be added by using the add button '📄'. Each item may only have a maximum of ten item options associated with the item. The add item option button is located below the last item option. Once this button is pressed, a new item option will be inserted at the bottom, as shown in Figure 20: Add New Item Option.

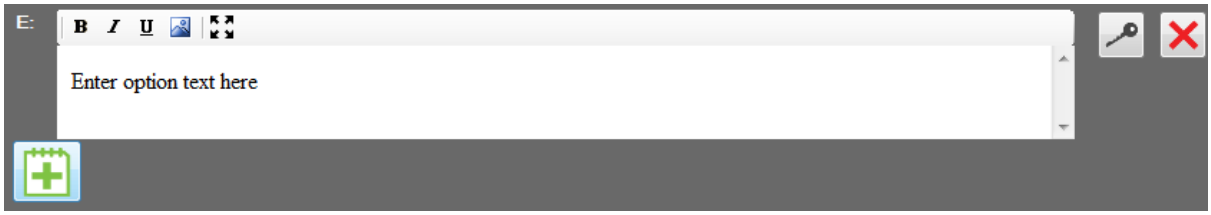

Figure 20: Add New Item Option

References

To associate a reference with an item, the user can click the reference button '📚', as shown at the bottom of Figure 5: Create an Item. Once this button is pressed, the user will be presented with the reference window, as shown in Figure 21: References.

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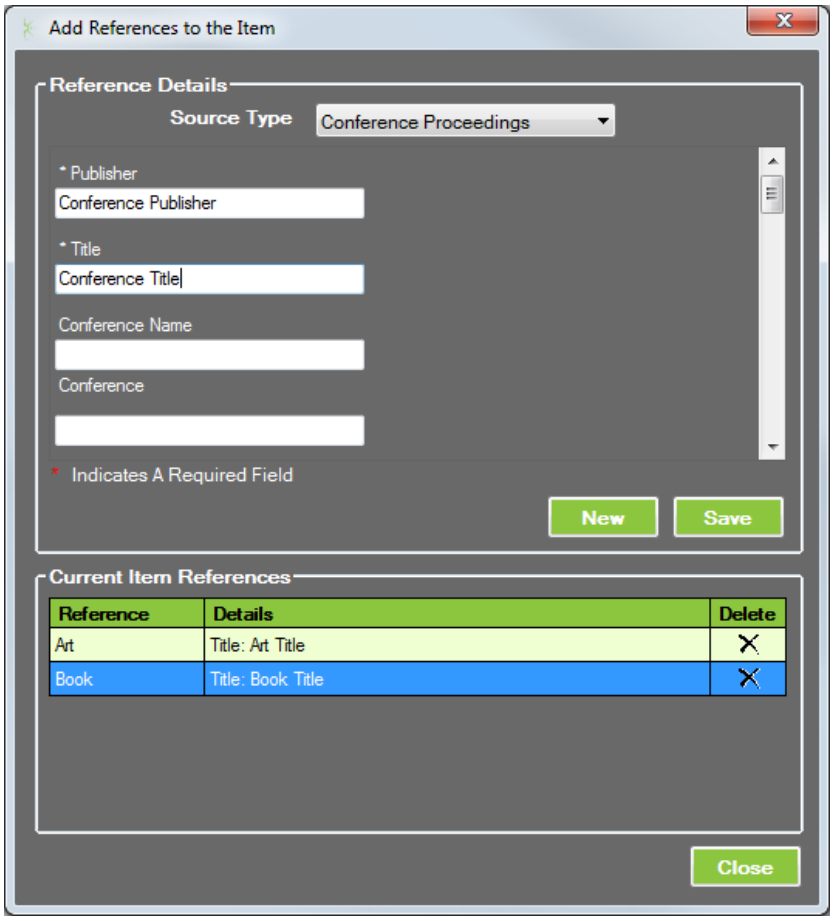

Figure 21: References

In order to create a reference, the user must select a reference "*Source Type*" from the list, as shown in Figure 22: Reference Source Type. Once the reference source type has been selected, the list of fields related to that reference type will be presented to the user. All mandatory fields are denoted with an asterisk.

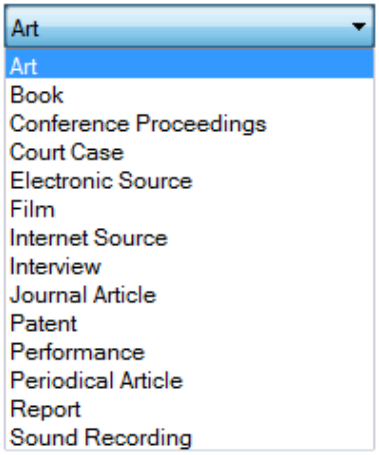

Figure 22: Reference Source Type

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The reference can now be saved once all the fields have been filled out. This can be done by clicking the "*Save*" button. Once saved, the reference will be added to the list, as shown in Figure 23: Saved Reference.

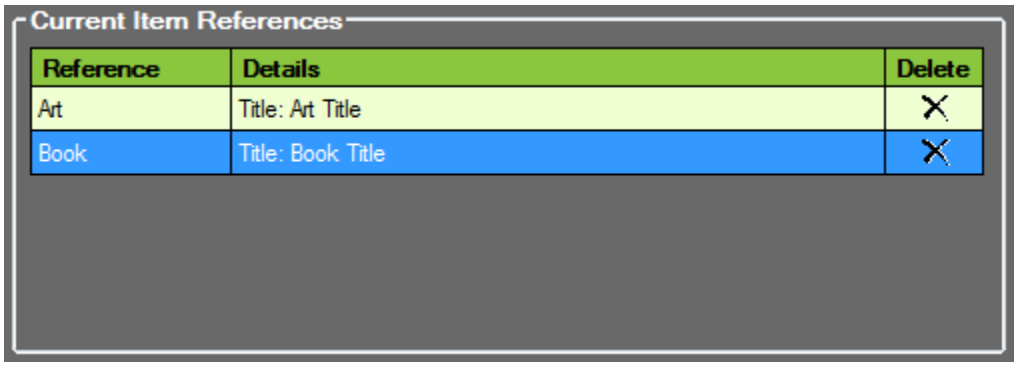

Figure 23: Saved Reference

In order to edit the reference, the user can click on the reference in the saved list. All the saved reference fields will be presented to the user to edit.

Rationale

To associate rationale with the item options, the user can click the rationale button ' '. Once this button is pressed, the user will be presented with the rationale window, as shown in Figure 24: Rationale.

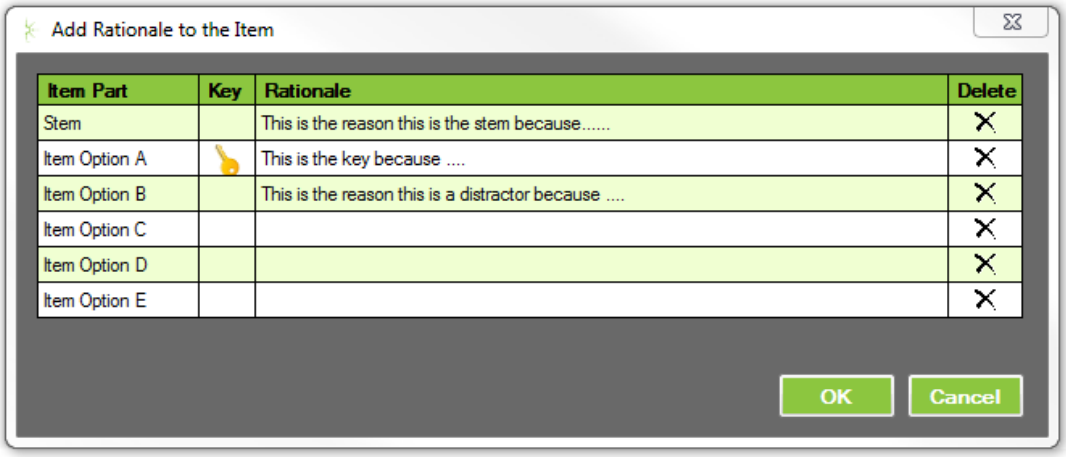

Figure 24: Rationale

The user can clear the rationale text by clicking the '✕' icon. The user can click "*OK*" to commit rationale changes or click "*Cancel*" to undo any changes made.

Comments

To associate comments with the item, the user can click the comments button ' '. Once this button is pressed, the user will be presented with the comments window, as shown in Figure 25: Comments.

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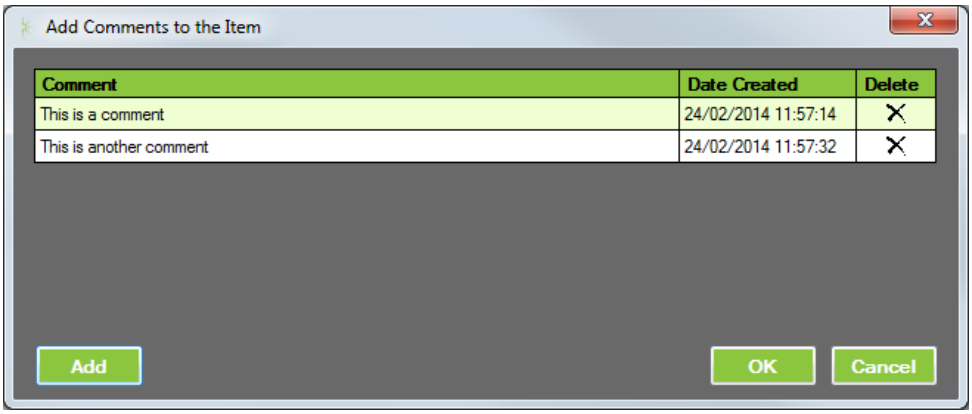

Figure 25: Comments

The user can add comments by pressing the "*Add*" button. The user can delete the comments by clicking the '✕' icon. The user can click "*OK*" to commit the comments or click "*Cancel*" to undo any changes made.

Save

To save all the information related to the item, the user can click the save button '💾'.

Menu Bar

The menu bar provides all the main interactions within the application. It contains four separate menu options, as shown in Figure 26: Menu Options.

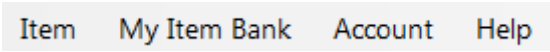

Figure 26: Menu Options

Item

The "*Item*" menu option, as shown in Figure 27: Item Menu Option allows the user to create a new item from all the item types supported. Once the user chooses this option, they will be presented with a blank item for that item type, as described in the section Item Type.

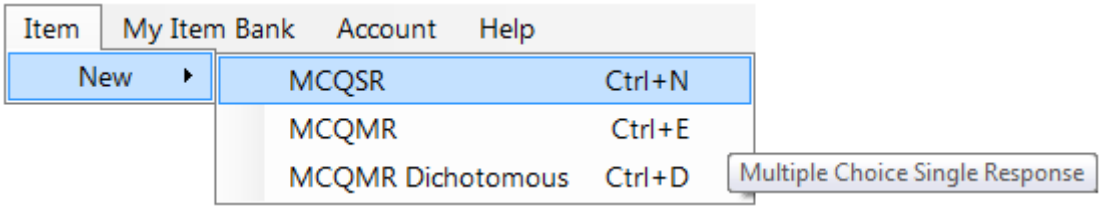

Figure 27: Item Menu Option

My Item Bank

The "*My Item Bank*" menu option, as shown in Figure 28: My Item Bank Menu Option allows the user to view all the items they've created and also all the items that they've previously uploaded.

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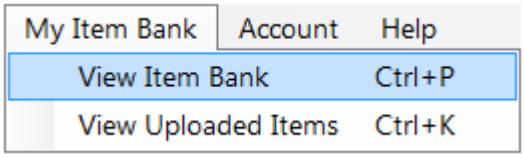

Figure 28: My Item Bank Menu Option

View Item Bank

Once the "View Item Bank" option has been selected, the user will be presented with an overview of all the saved items, as shown in Figure 29: View Item Bank.

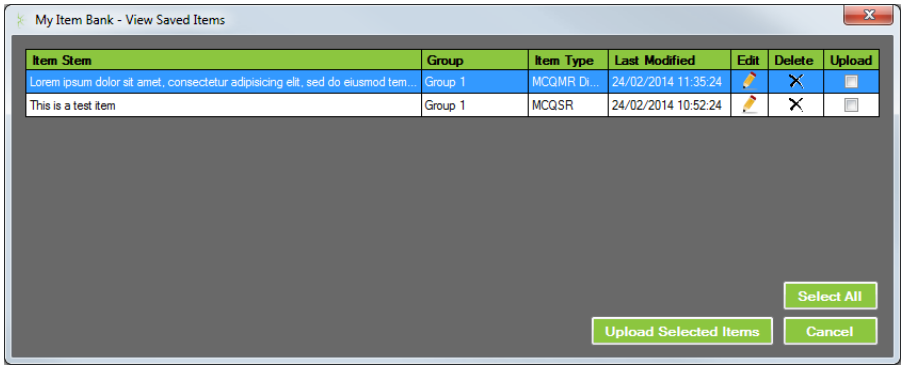

Figure 29: View Item Bank

The user has the option of viewing the entire item as a tooltip by hovering their mouse over the item stem within the "View Item Bank" grid view, as shown in Figure 30: View Item Bank Item tooltip.

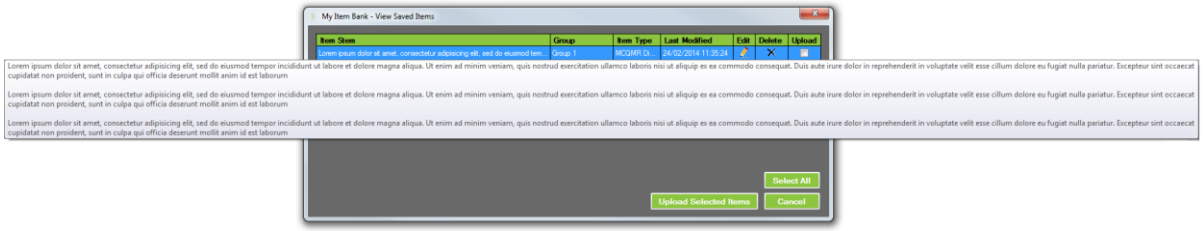

Figure 30: View Item Bank Item tooltip

Edit Item

To edit an item, the user can click the edit button '✎'. Once this button is pressed, the user will be presented with the item window, as shown in Figure 5: Create an Item, with all the item information populated.

Delete Item

The delete an item, the user can click the delete button '✕' icon. Once this button is pressed, the item will be no longer available to the user.

Upload Item

To upload an item, the user can select the required items by checking the checkbox '☐' next to the item. At this point the user will be presented with another login screen and asked to

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input their credentials, as shown in Figure 31: MyItemReviewer Login. This login is used for uploading the items to MyItemReviewer. **NOTE:** This username and pin is **NOT** the same as the login details for the MIW application. These credentials should have been received via email. If these credentials have been misplaced, please get in touch with Prometric.

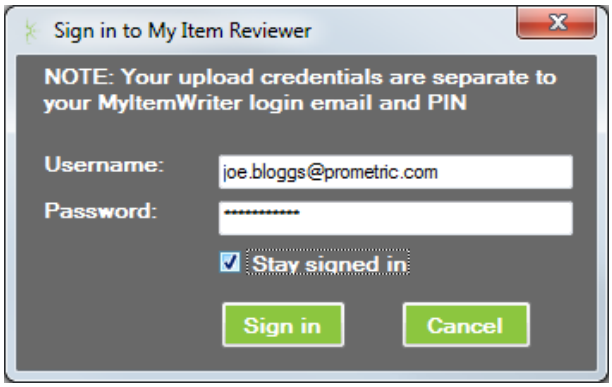

Figure 31: MyItemReviewer Login

Once the credentials have been authenticated, the user will be presented with a list of contexts and ICS codes that they have the permission to upload the items to, as shown in Figure 32: Returned Contexts and ICS Codes. Choose the relevant context along with the ICS code and click the "*Submit*" button.

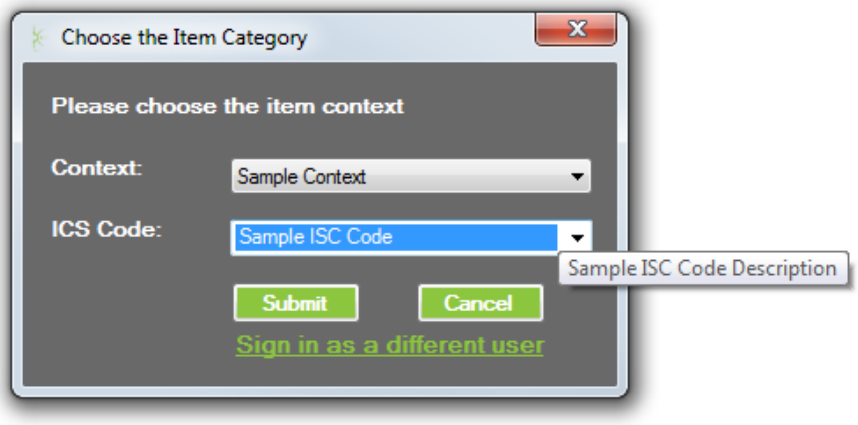

Figure 32: Returned Contexts and ICS Codes

View Uploaded Items

Once the "View Uploaded Items" option has been selected, the user will be presented with an overview of all their items which they have previously uploaded, as shown in Figure 33: View Uploaded Items.

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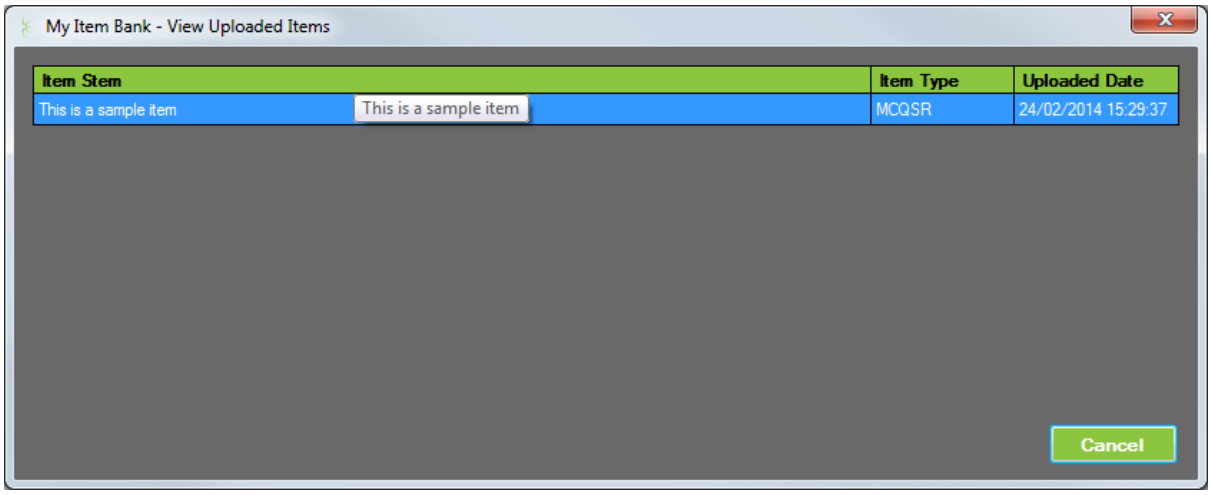

Figure 33: View Uploaded Items

Account

The "*Account*" menu option, as shown in Figure 34: Account Menu Option, allows the user to "*Log Out*" of the application and also view, add and delete "*Groups*".

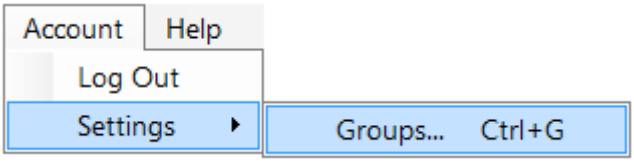

Figure 34: Account Menu Option

Log Out

Once this option has been selected, the user will be logged out of the application. They will be brought to the login screen, as shown in Figure 1: Login Screen.

Groups

Once this option has been selected, the user will be brought to the groups section of the application, as described in the section Group.

Help

The "Help" menu option, as shown in Figure 35: Help Menu Option allows the user to view information related to the MIW application.

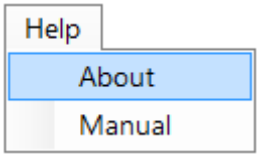

Figure 35: Help Menu Option

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About

Once this item has been selected, the user will be presented with information regarding the current version of the application, as shown in Figure 36: About Information.

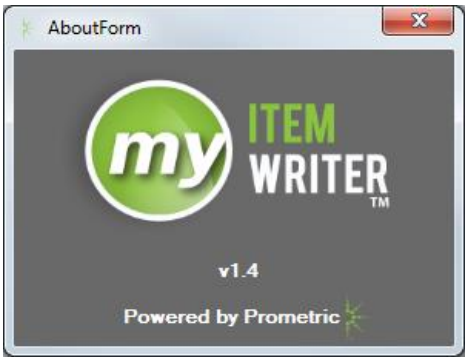

Figure 36: About Information

Manual

Once this item has been selected, the user will be presented with the user manual related to the functionality of the application, as shown in Figure 37: Manual.

Figure 37: Manual

Hotkeys

The application has a number of hot keys. These shortcut keys are shown in Figure 38: Application Hotkeys. These allow for rapid item creation.

Key Combination	Action
Ctrl + S	Save an item

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Ctrl + N	Create a **n**ew MCQSR item
Ctrl + D	Create a new MCQMR **D**ichotomous item
Ctrl + E	Create a new MCQMR item
Ctrl + R	Display **R**eferences
Ctrl + T	Display Ra**t**ionale
Ctrl + M	Display Co**m**ments
Ctrl + G	Display **G**roups
Ctrl + P	Display item bank
Ctrl + K	Display uploaded items

Figure 38: Application Hotkeys

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